

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on April 12, 2017

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:25 a.m. on Wednesday, April 12, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Chris Kirwin, Mr. Howard Ermin, Mr. Scott Brown, Mr. Mitch Cooper and Mrs. Robin Beck.

Legal representation: Attorney William J. Haberstroh, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Executive Session

The Board convened for Executive Session at 8:25 a.m. to discuss past litigation. Executive Session concluded at 8:32 a.m. and the meeting proceeded.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on March 8, 2017, were presented.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of March 1, 2017 through March 31, 2017, and the Investment Analysis for April 2017, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports. She stated that she is happy to answer any questions that the Board may have in regard to the financial reports.

Mrs. Johns stated that she has been busy working on the Annual Plan. She stated that Mr. Mike McCormick, Comptroller, is working on the upcoming fiscal year budget. She added that she will be working with staff to come up with budget numbers for said budget. Mrs. Johns stated that the Housing Authority is using last year's budget numbers as there is still no Federal budget.

Mr. Brown asked if there are different vendors for computer software and computer service. Mrs. Johns stated that Horizon Information Systems is the housing software that the Housing Authority uses and that PC Works Plus provides computer service.

Mr. Brown asked about the costs for drug screenings. Mrs. Johns stated that said costs are for the drug screenings for contractors who are doing work for the Housing Authority.

Mr. Kirwin asked about the \$13,011 figure on Page 6, Equipment. Mrs. Johns stated that she did not know what that expense was for but would look into it and would e-mail the Board with the information.

Mr. Brown made a motion to approve the financial reports, Mr. Kirwin seconded, all approved.

Resolutions

Approval and Adoption of Resolution 17-5 – This Resolution authorizes a contract be executed with Clear Creek Company for Lawn Care for the period April 17, 2017 through March 31, 2018.

Mrs. Johns stated that the Housing Authority went out to bid for lawn care and received three (3) bids; however, the lowest bidder, Ground Effects, withdrew their bid because they didn't have enough manpower to handle said contract. She stated she went to the next lowest bidder, Clear Creek Company, and met with Mr. Manny Nichols to see if he was interested in said contract. She added that the contract is for one (1) year instead of two (2) years with the option to extend said contract.

Mr. Cooper moved for approval, Mr. Brown seconded, all approved.

Approval and Adoption of Resolution 17-6 – This Resolution authorizes a contract be executed with R.L. Abatement, Inc. for Asbestos Abatement for a two-year period (May 1, 2017 through April 30, 2019).

Mrs. Johns stated that the Housing Authority went out to bid for asbestos abatement and received five (5) bids. She stated that the Housing Authority worked with EADS Architects for this project. She added that R.L. Abatement has done work for the Housing Authority in the past and that she is very comfortable awarding said contract to R.L. Abatement and she feels that they will do a good job.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

Approval and Adoption of Resolution 17-7 – This Resolution authorizes a contract be executed with PC Works Plus, Inc. for a Computer Service Consultant for the period April 17, 2017 through March 31, 2019.

Mrs. Johns stated that the Housing Authority solicited proposals for a computer service consultant and only received one (1) proposal, which was from PC Works Plus. She stated that she met with representatives from PC Works, Mr. Dave Wertz & Mr. Tim Sheehan, to discuss said contract. She added that she is very satisfied with the service that PC Works provides to the Housing Authority and that they did not increase their price; it is the same rate that the Housing Authority has been paying. Mrs. Johns stated that having the Platinum Plan is cheaper than paying the hourly rate.

Mr. Kirwin asked about the quote where it indicates that the IT Care Platinum Server only covers service 8am to 5pm business days only. Mrs. Johns stated that she saw that too; however, they do provide 24/7 service and she will contact PC Works to change that information.

Mr. Brown moved for approval noting that coverage for IT Care is 24 hours per day, 7 days per week, Mr. Kirwin seconded, all approved.

Approval and Adoption of Resolution 17-8 – This Resolution authorizes Form HUD-50077, Certificates of Compliance with PHA Plans and Related Regulations, be submitted to the Department of Housing & Urban Development for approval.

Mrs. Johns stated that this Resolution goes with the Agency Plan.

Mr. Kirwin moved for approval, Mr. Brown seconded, all approved.

Solicitor's Report

Attorney Haberstroh discussed the activities that he has been working on.

Staff Reports

Mrs. Johns stated that she included information from last month's board report in regard to the regulatory freeze that is still in place. She stated that the Housing Authority will not create any new policies until she finds out if pending regulations are going to change or stay the same. She added that she has put together a team to work on policies and procedures.

Mrs. Johns stated that the Pittsburgh HUD staff have started to do monthly reviews and will be doing a review of the Housing Authority's contract files next week.

Mrs. Johns stated that the Housing Authority is under contract with EADS Architects for the roof drain project at the Eleventh Street Tower. She stated that the project was advertised and two (2) contractors attended the mandatory pre-bid; however, no bids were received for said project. She added that the contractors who attended the pre-bid decided not to submit a bid because one (1) contractor did not want to do the pressure test and the other contractor didn't like a particular material that was to be used.

Mrs. Johns stated that a Property Committee Meeting was held last week to discuss the future of this project. She stated that it was decided to re-advertise for said project and not to make the pre-bid conference mandatory. She added that Mr. Tim Hoffman, Project Engineer, has informed her that there are other contractors who are interested in this project.

Committee Reports

The Property/Maintenance Committee met on Friday, April 7, 2017 to discuss the Roof Drain Project at the Eleventh Street Tower.

The Personnel Committee is scheduled to meet following the board meeting to discuss the pension plan.

No meetings have been held for the Finance Committee.

New Business

There was no new business.

Old Business

There was no old business.

Media Questions/Comments

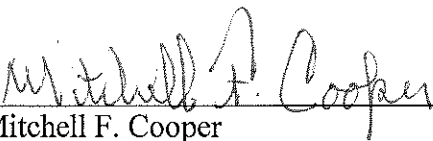
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the roof drain project at the Eleventh Street Tower and the smoke free policy.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 9:00 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, May 10, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper